

PROCEDURES FOR PROCESSING CONSUMABLE

PARTIAL ISSUES ORDERED THROUGH R-SUPPLY

Brief Summary:

Whenever the issue quantity is less than the quantity order, a partial warehouse adjustment will be processed. To process the request expeditiously through R-Supply, the following procedures will be implemented. If issue quantity is less than order quantity, annotated on issue document by lining through quantity amount and annotate the quantity issue. When the issue is processed on R-Supply, it will prompt: [Do you wish to order] Reply: [Yes]. This will allow the remaining quantity to be processed for release. The FAS will release the remaining order so it can be referred into the system.

These documents should be processed within 1 hr.

CONSUMABLE PARTIAL ISSUES

Warehouse Personnel:

When stock quantity on-hand is less than order quantity, annotate the quantity issued on all copies of the issuing document. *Within 1 hour*, forward issuing document (Picket-ticket, storeroom issues, or referral) to Receipt Processing to be processed on R-Supply. Annotate ZWR on the issuing document.

Receipt Processing Personnel:

When processing partial issued document, enter issue quantity. R-Supply will prompt: [Do you wish to order] Reply: [Yes]. The balance of the document will be referred under the same document with a suffix into R Supply. This will generate an Inventory Spot.

Inventory Personnel:

Will research the discrepancy.